

Approved 3.8.2011

Minutes of Planning Commission
February 8, 2011

Present: Lois Twilley, Todd Smallwood, Richard Mais, Marlene Quinn, Winnie Lewis
Absent: Susan Klein, Jack Smith
Others Present: Town Manager Win Abbott, Environmental Committee members Vicki Carmean and Buzz Henifin
Members of the Public Present: none
Subject: Comprehensive Plan Implementation

Meeting called to order 2:35 PM by Winnie Lewis.

Approve minutes of 12/14/2010 meeting.
Motion to approve – Todd Smallwood
Second – Marlene Quinn
Discussion – none
Vote: All in favor. Minutes approved.

Discussion and Possible Action

- **Sidewalk Plan – Town Manager Abbott**

Mr. Abbott presented his plan for those who were not present on January 21, 2011. Notes from that meeting are attached to the end of this document.

The plan focus is on economic development and addresses the Comprehensive Plan stated goals for advancing redevelopment and for infrastructure improvements. The plan is under study and will be presented at a public hearing sometime in the future at which time he expects to receive input from the commercial community. Mr. Abbott requested the Planning Commission's support in this effort. Mrs. Carmean noted that there was much competition for DEDO funds that will be used to support this effort. She congratulated Mr. Abbott on his work.

- **Draft Open Space Plan**

Lois Twilley gave background on the Parks and Recreation ad hoc Committee and its development of an open space plan (copy of draft plan attached). Members tried to incorporate walking and seating opportunities as well as scenic and culturally historic locations. Richard Mais noted that the area approaching the dunes on Bunting Avenue might be able to accommodate a bench/trash receptacle/"doggy" trash bag. These could be removed in the off-season when the dune benches are removed. Lois Twilley added that, while too much signage is not a good thing, it might be a good idea to place smaller signs at such locations at the "bridge" to Bali H'ai (bayside development of Schulz Road) and signage at "scenic overlook" locations. Richard Mais indicated that placing smallish placards on culturally significant homes is also a good idea. Winnie Lewis noted that some signage could come down in the off-season while Vicki Carmean suggested that consolidating the information on many of the signs already in place onto one sign could be a consideration. Winnie Lewis advised that the Fenwick Island Historic Society in

cooperation with the New Friends of the Fenwick Lighthouse will be reviewing properties in the area to determine cultural/historic significance. Members discussed updating the current walking tour. Marlene Quinn would like the plan to encourage more walking. Buzz Henifin urged the commission to consider maintenance when making recommendations to Council. Lois Twilley will attend the Cannon Street Park ad hoc committee meeting on Saturday, February 12, 2011, and will report back their findings. Efforts will be made to coordinate activities of all committees (Cannon Street ad hoc committee, Environmental Committee, Charter and Ordinance Committee), Town Manager's Sidewalk Plan and outside groups such as the Fenwick Island Garden Club and the Fenwick Island Historic Society in order to provide as complete a plan as possible for Council's consideration.

Liaison Reports

- Jack Smith (Growth & Seasonal Population) -absent; no report
- Richard Mais (Emergency Services) – nothing to report
- Winnie Lewis (Housing and items concerning Overlay and Pedestrian Plan) – nothing additional
- Lois Twilley (Recreation) –Nothing additional
- Todd Smallwood (Safety) –nothing to report
- Susan Klein (Environment) – absent; no report
- Marlene Quinn (Zoning & Building and Green Building Standards) – C&O continues to discuss zoning including commercial/mixed use as well as allowable uses.

Other Business

- **Implementation objectives and 5-year Review**

The Plan is due for review in November 2012. After filing the Annual Report to the State in July 2011 and after the seating of council in August 2011, the commission will begin a review of the current document. It will coordinate with Town Council on any needed changes and file a request with the State for changes/no changes. After the PLUS review, the Town may continue to use the same plan until a formal 10-year Review in 2017 or make changes to the current plan for the next five years. Actions will depend on PLUS findings and recommendations of Council.

Next Meeting Date

Tuesday March 8, 2011 @2:30 PM – Second Tuesday of the month

Motion to adjourn –Richard Mais
Second – Marlene Quinn
All in favor

Meeting adjourned 3:30 PM

Agnes DiPietrantonio, Town Clerk

Notes from Planning Commission

January 21, 2011

Present: Jack Smith, Marlene Quinn, Winnie Lewis

Absent: Susan Klein, Lois Twilley, Todd Smallwood, Richard Mais

Others present: Town Manager Abbott, Bryan Hall (State Office of Planning), John Belian (FI Environmental Committee)

Subject: Comprehensive Plan Implementation

No quorum – Town Manager Abbott presented his Pedestrian Improvement Project plans to those present.

Bryan Hall advised that DNREC offers a grant through the 21st Century Fund for open space planning. He also explained the Commercial District Affiliate Program. The Commercial District Affiliate status is a new designation developed by the DEDO for communities that choose to implement strategies specific to business development. This status affords DEDO a broader reach in assisting any community statewide with a business district to take part in training and other resources of Downtown Delaware to reinvigorate the commercial corridor. The Commercial Overlay as proposed in the Comprehensive Plan does not need to be in place to take advantage of the program.

Mr. Hall advised that the Town will need to review its plan in 2012. If no substantial changes are to be made, then the Town should petition for a PLUS review and request to be allowed to continue for another 5 years at which time the Town will need to conduct a full review of the Plan. The PLUS committee will advise the Town if changes are required in order to bring the plan up to current standards. The Town Council may issue an Executive Summary to become a part of the Plan showing changes and adopting the PLUS recommendations. The Town Council should vote in open session to accept the Executive Summary and to continue on for another 5 years.

Next Meeting Date

Tuesday February 8, 2011 @2:30 PM – Second Tuesday of the month

Agnes DiPietrantonio, Town Clerk

Memorandum to: Fenwick Island Planning Commission

From: Fenwick Island Recreation and Parks Advisory Committee
Lois Twilley, Janet Hess, Bonnie Sheppard, Bill Biddle, Marilyn Simpler

Date: August 10, 2010

Regarding: Proposal for Park/Open Space(s) Within the Town of Fenwick Island, De

The Fenwick Island, DE Recreation and Parks Advisory Committee proposes to the Fenwick Island, DE Planning Commission the following areas within the Town to be considered for the designation of Park or Open Space areas:

- 1) Town property on Lewes Street, on the Ocean Block, a possible continuation of Bunting Avenue;
- 2) Bunting Avenue:
 - A) On or about James Street, Oceanside on Bunting Avenue,
 - B) On or about Indian Street, Oceanside on Bunting Avenue,
 - C) On or about Farmington Street, Oceanside on Bunting Avenue,
 - D) On or about Cannon Street, West side of Bunting Avenue:
- 3) Bora Bora Street:
 - A) North end,
 - B) South end:
- 4) Dagsboro Street, midway, where 2 areas of the bay converge, close to Wright Street;
- 5) Schultz Road:
 - A) Between Winward and Essex Street Extension,
 - B) South of Dagsboro Street, at canal end,
 - C) North end of Schultz Road,
 - D) South end of Schultz Road;
- 6) Bayard Street Extension, at corner of Bayard Street;
- 7) Bayside Drive, near the fire hydrant west of Bayside Avenue intersection;
- 8) West Virginia Avenue at bay end;
- 9) Bay Street, north end.

It is advised that these locations have an accommodation for seating. Additional provisions may include, but not be limited to, trash receptacles, mobile hand sanitizer stations and dispensers for bags for pet feces.

It is also advised that some locations have signage that provides historical information about areas of Fenwick Island, DE. One example of the latter is the Dagsboro Street location which is the "entrance" to Bali Hai.

